



**Job Title:** Purchasing Clerk – E Commerce Specialist      **Exemption Status/Test:** Non-Exempt  
**Reports to:** Purchasing Supervisor      **Date Revised:** May, 2015  
**Dept. /School:** Business Services

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**Primary Purpose:**

Assist in the procurement of material and equipment for the district. Work under close supervision and follows established purchasing procedures to process bids and purchase orders.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Experience:**

Three (3) years clerical and accounting experience

**Special Knowledge/Skills:**

Knowledge of Oracle Business Suite

Ability to work with numbers in an accurate and rapid manner

Ability to analyze and organize a complex filing system of bid-related documentation

Proficient in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Effective organizational, communication, and interpersonal skills

**Major Responsibilities and Duties:**

**Purchasing**

1. Approve purchase orders as directed and in accordance with established procedures.
2. Assist staff in preparing purchase requisitions and expediting purchase orders.
3. Provide customer support to supplier navigating Oracle E-Commerce modules.
4. Contact vendors to check on supply and equipment purchase orders and other issues as directed.
5. Detect and resolve problems with incorrect orders, invoices, and shipments.

**Clerical**

6. Prepare and maintain vendor database and bidder lists.
7. Prepare correspondence, forms, manuals, reports, and purchase orders using personal computer.
8. Compile, maintain, and file all reports, and other documents as required.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.